

NEW HAMPSHIRE DRAFTING AND PROCEDURE MANUAL

EMERGENCY RULE

APPENDIX II-K

COVER SHEET FOR EMERGENCY RULE

Document #14515  
Filed: 2/17/26 @ 11:23 am  
Effective: 2/17/26 @ 11:23 am  
Expires: 8/16/26 @ 11:23 am

Document Number \_\_\_\_\_

Rule Number \_\_\_\_\_

<p>1. Agency Name &amp; Address:</p> <p><b>New Hampshire Liquor Commission</b>  <b>50 Storrs Street</b>  <b>Concord, NH 03301</b></p> <p>5. Date of Filing: <b>2/17/2026</b></p>	<p>2. RSA Authority: <b>178:19-a; 178:19-e;</b>  <b>178:19-f; 178:19-g</b></p> <p>3. Federal Authority: <b>N/A</b></p> <p>4. Type of Action:</p> <p>Adoption <b>X</b></p> <p>Amendment <b>X</b></p> <p>Repeal <b>X</b></p>
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6. Short Title: \_\_\_\_\_

7. Contact person for copies and questions:

Name: **Stephanie Bosstick** Title: **Legal Counsel**  
Address: **50 Storrs St., Concord, NH 03301** Phone #: **(603)230-7043**

**\*\*PLEASE ATTACH THE FOLLOWING**, numbered to correspond to the numbers on this sheet (a separate sheet is not required for every item):

8. An explanation of the nature of (a) the imminent peril to public health or safety, demonstrating that the emergency rule is necessary to prevent the imminent peril, or (b) the substantial fiscal harm to the state or its citizens which could otherwise occur if the rule were not adopted as an emergency rule.

9. A summary of the effect if the rule were not adopted.

10. A description of those affected.

**\*PLEASE SUBMIT 2 COPIES OF THIS COVER SHEET** and all attachments along with 2 copies of the emergency rule to the Office of Legislative Services, Administrative Rules.

**\*\*PLEASE SIGN THE FOLLOWING:**

I, the adopting authority,\* hereby certify that the attached is an accurate statement explaining why an emergency rule is necessary.

Date: 2/17/26

Signature: 

Name: Joseph W. Mollica

Title: Chairman

\*("Adopting authority" is the official empowered by statute to adopt the rule, or a member of the group of individuals empowered by statute to adopt the rule.)

**Attachment to Cover Sheet for Emergency Rule**  
**Filed 2/17/2026 by the New Hampshire Liquor Commission**

**8. An explanation of the nature of (a) the imminent peril to public health or safety, demonstrating that the emergency rule is necessary to prevent the imminent peril, or (b) the substantial fiscal harm to the state or its citizens which could otherwise occur if the rule were not adopted as an emergency rule.**

New Hampshire recently enacted Senate Bill 80, which consolidated licensing, auditing, and enforcement responsibilities for wholesale and retail e-cigarette sales under the Liquor Commission. These emergency rules will implement the changes to statutes affected by Senate Bill 80, including but not limited to RSA 178, and prescribe procedures required of tobacco licensees to obtain and maintain licenses. Without adoption of these emergency rules, the state faces significant fiscal harm and regulatory gaps. Failure to implement the licensing rules will prevent the Commission from collecting required fees and create a lack of oversight that undermines tax compliance and enforcement authority. Similarly, failure to implement enforcement policies will leave the Commission unable to exercise its statutory authority to deter violations and protect tobacco tax revenue. Without clear penalties and enforcement procedures, licensed entities could operate without meaningful oversight, increasing the risk of unlawful sales, tax evasion, and unfair competition. In addition, the absence of reporting and contraband enforcement rules would prevent the Commission from identifying and removing illegal products from the marketplace, further increasing the risk of lost revenue. Emergency adoption is critical to protect state revenue, maintain regulatory integrity, and uphold the enforcement framework established by the statutory changes enacted through Senate Bill 80.

**9. A summary of the effect if the rule were not adopted.**

If these emergency rules are not adopted, a regulatory gap will undermine compliance monitoring and enforcement actions mandated by RSA 178, allowing unlicensed entities to operate without oversight. The absence of enforcement policies would compromise the integrity of the licensing system, allowing violations to persist unchecked and weakening the state's ability to safeguard public revenue. Likewise, without reporting and contraband enforcement processes, unlawful activity could continue, compliance efforts would be undermined, and uncertainty for licensees would increase. These combined effects would erode the effectiveness of RSA 178 and jeopardize the state's ability to protect its fiscal interests.

**10. A description of those affected.**

The emergency rules directly affect tobacco manufacturers, wholesalers, and retailers required to be licensed under RSA 178 and who are subject to enforcement policies and penalties for violations. Businesses involved in the sale or distribution of tobacco products must comply with reporting requirements and contraband enforcement measures. Additionally, the New Hampshire Liquor Commission is impacted, as it is responsible for oversight, audits, compliance checks, enforcement actions, and revenue protection. Failure to adopt these rules would hinder the Commission's ability to fulfill its statutory obligations and maintain a fair, regulated marketplace.

CHAPTER Liq 600 ENFORCEMENT POLICY

Readopt with amendment Liq 602.01, effective 5-24-24 (Document #13983), to read as follows:

Liq 602.01 Standard Penalties.

(a) The presiding officer shall impose no less than the minimum penalties for violations of laws, rules, or statutes contained in the points and penalties matrix found in Table 600-1 below:

Table 600-1 Points and Penalties Matrix

Aggravated Violations (excluding serious bodily injury & Death)	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st Offense	5	\$500.00	\$1,000.00	3 days	6 days
2nd Offense	7	\$1,000.00	\$1,500.00	6 days	9 days
3rd Offense & subsequent	9	\$1,500.00	\$2,000.00	9 days	12 days
Aggravated Violations Serious Bodily Injury & Death	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st Offense	6	See Liq 602.03	See Liq 602.03	See Liq 602.03	See Liq 602.03
2nd Offense	8	See Liq 602.03	See Liq 602.03	See Liq 602.03	See Liq 602.03
3rd Offense	REVOCAATION				
RSA 179:60 Interference With Liquor Investigators.	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st Offense	5	\$500.00	\$1,000.00	3 days	6 days
2nd Offense	7	\$1,000.00	\$1,500.00	6 days	9 days
3rd Offense & subsequent	9	\$1,500.00	\$2,000.00	9 days	12 days
RSA 178:3 License Applications, Qualifications, and Renewal.	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st Offense	5	\$500.00	\$1,000.00	3 days	6 days
2nd Offense	7	\$1,000.00	\$1,500.00	6 days	9 days
3rd Offense & subsequent	9	\$1,500.00	\$2,000.00	9 days	12 days
For violations of RSA 175 by licensees	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	2	\$250.00	\$500.00	N/A	N/A
2nd OFFENSE	4	\$500.00	\$750.00	N/A	N/A
3rd OFFENSE & subsequent	6	\$750.00	\$1,000.00	N/A	N/A
For violations of RSA 180	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	2	\$250.00	\$500.00	N/A	N/A
2nd OFFENSE	4	\$500.00	\$750.00	N/A	N/A
3rd OFFENSE & subsequent	6	\$750.00	\$1,000.00	N/A	N/A
For all violations of RSA 178 & 179:15, 179:18, 179:19, 179:55 except those under RSA 178:1, 178:3, <del>and 178:19-a, VII, 178:19-a, VIII, 178:19-e, IV, 178:19-f, IV, 178:19-f, VI, 178:27, 178:27-a, and 178:27-b</del>	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	1	\$100.00	\$200.00	N/A	N/A
2nd OFFENSE	2	\$200.00	\$300.00	N/A	N/A
3rd OFFENSE & subsequent	3	\$300.00	\$400.00	0	5 days
For violations of RSA 178:1 I & VI	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	6	\$1000.00	\$2,000.00	N/A	N/A
2nd OFFENSE	8	\$2,000.00	\$3,000.00	N/A	N/A
3rd OFFENSE & subsequent	12	\$3,000.00	\$5,000.00	N/A	N/A
Violations of Administrative Rules (Liq)	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	1	\$100.00	\$200.00	N/A	N/A
2nd OFFENSE	2	\$200.00	\$300.00	N/A	N/A
3rd OFFENSE & subsequent	3	\$300.00	\$400.00	N/A	N/A

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For violations of RSA 178:27 & 178:27-a 178:27-b ( <i>Fine set by statute</i> )	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	1	\$250.00	N/A	N/A	N/A
2nd OFFENSE	2	\$250.00	N/A	N/A	N/A
3rd OFFENSE & subsequent	3	\$250.00	N/A	N/A	N/A
RSA 179:5 I Prohibited Sales - INTOX	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	4	\$500.00	\$1,000.00	3 days	6 days
2nd OFFENSE	6	\$1,000.00	\$1,500.00	6 days	9 days
3rd OFFENSE & subsequent	8	\$1,500.00	\$2,000.00	9 days	12 days
RSA 179:5 I & II Prohibited Sales - MINOR	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	4	\$500.00	\$1,000.00	3 days	6 days
2nd OFFENSE	6	\$1,000.00	\$1,500.00	6 days	9 days
3rd OFFENSE & subsequent	8	\$1,500.00	\$2,000.00	9 days	12 days
RSA 179:5 I Prohibited Sales - MINORS - COMPLIANCE CHECK Training as required by Liq 602.02 (c)	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	WARNING	N/A	N/A	N/A	N/A
2nd OFFENSE	1	\$500.00	N/A	3 days	N/A
3rd OFFENSE & subsequent	2	\$1,000.00	N/A	6 days	N/A
Failure to attend required training within 30 days after adjudication	4				
RSA 179:6 Sale of Cider to Persons Under 21.	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	4	\$500.00	\$1,000.00	3 days	6 days
2nd OFFENSE	6	\$1,000.00	\$1,500.00	6 days	9 days
3rd OFFENSE & subsequent	8	\$1,500.00	\$2,000.00	9 days	12 days
RSA 179:8 Statement From Purchaser as to Age & RSA 126-K:3 Proof of Age of Purchaser (No violation 179:5/126-K:3)	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	1	\$100.00	\$200.00	N/A	N/A
2nd OFFENSE	2	\$200.00	\$300.00	N/A	N/A
3rd OFFENSE & subsequent	3	\$300.00	\$400.00	N/A	N/A
RSA 179:8 Statement From Purchaser as to Age & RSA 126-K:3 (with violation 179:5/126-K:4)	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	2	\$250.00	\$500.00	N/A	N/A
2nd OFFENSE	4	\$500.00	\$750.00	N/A	N/A
3rd OFFENSE & subsequent	6	\$750.00	\$1,000.00	N/A	N/A
For violations of RSA 179:5-a, 179:11, 179:13, 179:14, 179:17, 179:20 179:23 through 179:35, 179:40 through 179:44, and 179:47 through 179:54	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st OFFENSE	2	\$250.00	\$500.00	N/A	N/A
2nd OFFENSE	4	\$500.00	\$750.00	N/A	N/A
3rd OFFENSE & subsequent	6	\$750.00	\$1,000.00	N/A	N/A
RSA 179:16 Adulteration ( <i>Penalty in Statute</i> )	6				6 months
RSA 179:22 Employment Intervention; Penalty.	6			Ordered to Hearing - 603.02 Penalties	
Violation of a Commission Order <b>except Violations of Commission Orders pursuant to Liq 1004.08</b>	6	\$500	\$2,000	3 days	30 days
RSA 126-K:4 Sale and Distribution of Tobacco Products, E-cigarettes, or E-Liquid to Persons Who Have Not Attained 21 Years of Age Prohibited - COMPLIANCE CHECK - Training as required by 602.06(c)	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st Offense	WARNING	N/A	N/A		
2nd Offense	1	\$100.00	\$250.00	N/A	N/A
3rd Offense	2	\$250.00	\$500.00	N/A	N/A
4th Offense	3	\$500.00	\$1,500.00	10 days	N/A
5th Offense	4	\$750.00	\$3,000	10 days	40 days
6th Offense	5	N/A	N/A	N/A	Revocation
Failure to attend required training within 30 days after adjudication	4				

RSA 126-K:4 Sale and Distribution of Tobacco Products, E-cigarettes, or E-Liquid to Persons Who Have Not Attained 21 Years of Age Prohibited & 126-K:5 Distribution of Free Samples & 126-K:8 Special Provisions <i>(set by statute)</i>	POINTS	MIN	MAX	SUS MIN	SUS MAX
1st Offense	4	\$100.00	\$250.00	N/A	N/A
2nd Offense	6	\$250.00	\$500.00	N/A	N/A
3rd Offense	8	\$500.00	\$1,500.00	10 days	30 days
4th Offense (option 1)	10	\$750.00	\$3,000	10 days	40 days
4th Offense (option 2)	10	\$0	\$0	40 days	n/a
5th Offense	N/A	N/A	N/A	N/A	Revocation
<b>RSA 126-K:4-a Rolling Papers <i>(set by statute)</i></b>	<b>POINTS</b>	<b>MIN</b>	<b>MAX</b>	<b>SUS MIN</b>	<b>SUS MAX</b>
1st Offense	2	N/A	\$250.00	N/A	N/A
2nd Offense	4	N/A	\$500.00	N/A	N/A
3rd Offense & Subsequent	5	N/A	\$750.00	N/A	N/A
<b>For violations of RSA 178:19-a, VII and RSA 178:19-f, IV</b>	<b>POINTS</b>	<b>MIN</b>	<b>MAX</b>	<b>SUS MIN</b>	<b>SUS MAX</b>
1st OFFENSE	6	\$500.00	\$1,000.00	3 days	6 days
2nd OFFENSE	8	\$1,000.00	\$1,500.00	6 days	9 days
3rd OFFENSE	N/A	N/A	N/A	N/A	REVOICATION
<b>Additional Penalties</b>	<i>If applicable, fine shall equal the amount of unpaid tax on products purchased in violation of RSA 178:19-a, VII or RSA 178:19-f, IV. Total fine shall not be less than the minimum listed for the offense, and shall not exceed \$7,500 pursuant to RSA 179:57.</i>				
<b>For violations of RSA 178:19-a, VIII, RSA 178:19-e, IV, and RSA 178:19-f, VI</b>	<b>POINTS</b>	<b>MIN</b>	<b>MAX</b>	<b>SUS MIN</b>	<b>SUS MAX</b>
1st OFFENSE	4	\$500.00	\$1,000.00	3 days	6 days
2nd OFFENSE	6	\$1,000.00	\$1,500.00	6 days	9 days
3rd OFFENSE & subsequent	8	\$1,500.00	\$2,000.00	9 days	12 days
<b>Violations of Commission Orders pursuant to Liq 1004.08</b>	<b>POINTS</b>	<b>MIN</b>	<b>MAX</b>	<b>SUS MIN</b>	<b>SUS MAX</b>
1st OFFENSE	N/A	N/A	N/A	N/A	REVOICATION

- (b) No portion of points shall be suspended or waived in any manner.
- (c) For any violation, a licensee may request a hearing.
- (d) For all violations, the presiding officer shall have the authority to impose conditions to maintain proper controls.
- (e) For all violations, the presiding officer shall have the authority to suspend or revoke the license.

**Readopt with amendment Liq 602.06, effective 5-24-24 (Document #13983), to read as follows:**

**Liq 602.06 Progressive Discipline.**

- (a) Except as provided in (b) and (c) below, the division shall follow a progressive discipline model for violations of Title XIII, Chapter 126-K, or commission rules or orders.
- (b) Identical violations shall be addressed in the following sequence:
  - (1) Verbal counseling for the first violation;
  - (2) Warning for the second violation; and

(3) Administrative notice for subsequent violations.

(c) The following shall result in an administrative notice:

- (1) Violations of RSA 179:5 other than compliance checks;
- (2) Violations of RSA 126-K:4 other than compliance checks;
- (3) All aggravated violations;
- (4) Violations arising during any of the above violations;
- (5) Violations of commission orders;
- (6) Violations of RSA 178:3;
- (7) Violations of RSA 179:60; **and**
- (8) Violations of RSA 179:22;

(9) Violations of RSA 178:2;

(10) Violations of RSA 178:19-a,

(11) Violations of RSA 178:19-e; and

(12) Violations of RSA 178:19-f.

(d) A violation discovered in a compliance check shall be addressed as follows:

- (1) Warning for the first violation and training required within 30 days of adjudication; and
- (2) Administrative notice and training required within 30 days of adjudication.

(e) A violation shall not be a second or higher violation unless it occurs after the previous violation has been adjudicated.

(f) Except as provided in Liq 602.08, when a single event results in multiple charges of the same violation, points shall only be applied once for that violation. Fines and suspensions shall be applied for each of the violations. Points shall remain on the license for a period of 3 years from the date of adjudication.

(g) Except as provided in Liq 602.08, when a licensee accumulates 12 points or over, the licensee shall be ordered to a hearing to determine if enhanced penalties or conditions of the license are necessary to maintain proper controls.

(h) When a licensee accumulates 25 points or over, the licensee shall be ordered to attend a hearing to determine if revocation is necessary.

CHAPTER Liq 700 LICENSEE LICENSING

**Readopt with amendment Liq 701.01, effective 9-25-20 (Document #13114), to read as follows:**

Liq 701.01 Definition of Terms. The following terms shall be construed as set forth below:

(a) "Affidavit" means a sworn statement of fact by an individual under oath or on affirmation before an authorized magistrate or officer;

(b) "Applicant" means any natural or unnatural person intending to fulfill the statutory and administrative requirements for the issuance of a license pursuant to RSA 178;

(c) "Application" means any written form, provided by the commission, which is a formal request for the issuance of a license;

(d) "Application fee" means that fee that accompanies Form LIQ-A1, which covers the processing costs of new applicants;

(e) "Chairman" means the executive director of the New Hampshire liquor commission;

(f) "Cold food preparation area" means an area with at least a preparation counter, refrigeration, and food storage;

(g) "Commission" means the New Hampshire liquor commission;

(h) "Designation form" means a form provided by the commission to license applicants which is used to designate an individual to attend the required management training;

(i) "Director of enforcement" means the chief of the division of enforcement and licensing;

(j) "Division" means the division of enforcement and licensing;

(k) "Form LIQ-A1" means the initial license application form;

(l) "Hot food preparation area" means an area containing at least a stove, or an oven, or a microwave, or a steamer, or a steam table;

(m) "Investigator" means a liquor enforcement officer appointed under the provisions of RSA 179:59, who is empowered to recommend to the director the issuance of a license;

(n) "License" means any license to sell liquor, wine, beverages, or tobacco products issued by the commission;

(o) "Licensing agent" means an employee of the commission who is authorized to assist the public with applications for liquor licenses, to evaluate license applications as to their completeness, confirm the applicant and proposed business meet all requirements of the license applied for, and to recommend either the issuance or rejection of such license;

(p) "License year" means the period of time which an original license has been issued until it has expired or been renewed;

(q) "Management training seminar" ("MTS") means the commission training program for new licensees required by RSA 178:2;

(r) "Manager" means an individual who:

(1) Exercises personal control over policies, operating procedures, and operations of a licensed business; and

(2) Is designated by the holder of or applicant for a license under this chapter to attend the management training seminar for the licensee;

(s) "Original license" means the first license issued to a business pursuant to RSA 178;

(t) "Renewal" means any application for a license that has not lapsed or expired more than 90 days except for a seasonal license;

(u) "Signature" means an original manual signature or mark. Nothing in these rules shall be construed so as to prohibit electronic or other signature forms when the commission has the capability of authorizing and processing such signatures;

(v) "Supporting documentation" means complete signed copies of all requested materials in support of an application and required by Liq 702.04;

(w) "Tobacco products" means "tobacco products" as defined in RSA 175:1, LXIV-d; and

~~(w)~~ (x) "Wait service" means service by a licensee or their employee of food, beverages, liquor, or other items to the seating accommodations of the patrons.

**Readopt with amendment Liq 702.04, effective 9-25-20 (Document #13114), to read as follows:**

Liq 702.04 Required Documentation. As part of the application process, applicants shall produce and submit copies of the following documents:

(a) For all applicants located within the state of New Hampshire:

(1) A signed deed, lease, or rental agreement for the premises:

a. In name of applicant; and

b. Providing that the applicant has the right to occupy the premises and is in control of the premises;

(2) A copy of a valid certificate, license, or letter of compliance issued by the state or town in which the business is located showing compliance with the provisions of RSA 143-A;

(3) A bill of sale or lease for all furniture, fixtures, and equipment that:

a. Shall be in name of applicant; and

b. Shall state that applicant owns, leases or rents the furniture and equipment;

- (4) A signed and dated bill of sale for any alcoholic beverages purchased when buying an existing business that specifies:
    - a. The amount paid; and
    - b. The complete inventory of stock by brand type;
  - (5) A copy of the trade name registration with the New Hampshire secretary of state;
  - (6) A notarized affidavit showing affiant's ownership, management control, or employment by the business applying for a license;
  - (7) A managerial appointment consisting of a letter from and signed by the owners, partners, or members or a manager of an limited liability corporation ("LLC") or authorized corporate officer, as applicable, naming the manager together with his or her address, date, and place of birth;
  - (8) A diagram, sketch, or plan of physical layout of establishment;
  - (9) Copy of prior license or trade name and prior license number;
  - (10) A notarized certificate or affidavit from the registered agent of the entity furnishing all information required by RSA 178:3, V;
  - (11) A notarized original power of attorney and original affidavit for any person with power of attorney;
  - (12) Town or city approval;
  - (13) Permit of assembly; and
  - (14) Health or food service license, if applicable;
- (b) For on-premises licenses:
- (1) A signed bill of sale or lease of draft system or humididor for cigar bar, to the applicant;
  - (2) A copy of a valid permit of assembly, letter, or certificate of occupancy issued by the local or state fire authorities;
  - (3) Food service permit from local or state health agency;
  - (4) Menu, if the applicant operates a restaurant; and
  - (5) Correspondence from the municipality indicating that it does not object to the forms of entertainment proposed by the applicant;
- (c) For a corporation:
- (1) A certificate of incorporation with all addendums attached;

- (2) A corporate certificate or letter of good standing from the New Hampshire secretary of state dated or issued within the last 12 months;
  - (3) A copy of the articles of incorporation, by-laws, and an attachment indicating ownership and distribution of stock within the corporation;
  - (4) A copy of the certificate of authority from the New Hampshire secretary of state, if a non-New Hampshire corporation;
  - (5) Minutes of the election of the current officers and directors or minutes of each meeting electing officers or directors to provide a complete and accurate record of the current status of all officers and directors and true ownership of the corporation or a sworn affidavit by the corporate secretary attesting to who the current officers and directors are in lieu of minutes;
  - (6) Complete list of all current corporate officers, directors, shareholders including:
    - a. Full Name;
    - b. Date of birth (“DOB”); and
    - c. Legal address; and
  - (7) Notarized original power of attorney and original affidavit for any person with power of attorney;
- (d) For limited liability corporations (“LLC”):
- (1) A copy of the certificate of existence issued by the New Hampshire secretary of state, or a copy of the certificate of formation of the limited liability company with the filing date stamp of the New Hampshire secretary of state, or a copy of the authorization of the New Hampshire secretary of state for the LLC to do business in New Hampshire;
  - (2) A copy of the certificate of good standing issued within the last 12 months;
  - (3) A copy of the LLC operating agreement; and
  - (4) Complete list of all current members or appointments of LLC managers including:
    - a. Full name;
    - b. DOB; and
    - c. Legal address;
- (e) For partnerships:
- (1) A notarized affidavit showing the partner’s ownership, management control, or employment by the business applying for a license; and
  - (2) Notarized original power of attorney and original affidavit for any person with power of attorney;

(f) For a liquor, wine or beverage manufacturer, brew pub, beverage vendor, nano brewer, or rectifier a copy of the United States Treasury Tax and Trade Bureau (“TTB”) permit issued to the applicant;

(g) For a common carrier, a copy of the United States Department of Transportation or Interstate Commerce Commission license or an affidavit from a New Hampshire based in-state carrier attesting to being a person who, for a fee, provides public transportation of goods or persons;

(h) For a wholesaler ~~wholesaler~~ distributor, a surety bond issued to the wholesaler guaranteeing the amount pursuant to the provisions of RSA 178:16, II;

(i) For an off-premises special license, a copy of a bill of sale, order of foreclosure, or letter of administration by the judge of probate;

(j) For an off-premises with a pharmacy, license or certificate issued by the New Hampshire pharmacy board;

(k) RESERVED

(l) For a passenger tramway device, proof of licensing by the New Hampshire department of safety and a copy of the tramway inspection certificate issued for the device;

(m) For a college club, proof of accreditation of a college or university with a letter from the accrediting agency indicating that the college or university is accredited and in good standing;

(n) For non-profits, proof of non-profit status which shall consist of a copy of the U.S. Internal Revenue Service issued document and New Hampshire secretary of state document granting non-profit status;

(o) For a dining or rail car:

(1) Proof of inspection with the New Hampshire department of transportation; and

(2) A copy of the certificate, letter of compliance, or license issued by the inspecting agency;

(p) For a state fair:

(1) A written statement indicating official approval of the chief of the fire department with jurisdiction as to the safety of the location;

(2) A written statement indicating official approval of the health department with jurisdiction concerning sanitary conditions;

(3) A written statement indicating official approval of the police department with jurisdiction as to the accessibility and public safety of the location and the event; and

(4) For a New Hampshire fair or exposition, a letter of good standing from the New Hampshire Association of Fairs and Expositions;

(q) For social and veterans clubs, a roster of club members and auxiliaries, including addresses;

(r) For a one-day license:

- (1) A written statement indicating official approval of the chief of the fire department with jurisdiction as to the safety of the location;
- (2) A written statement indicating official approval of the health department with jurisdiction concerning sanitary conditions;
- (3) A written statement indicating official approval of the police department with jurisdiction as to the accessibility and public safety of the location and the event;
- (4) A certificate of attendance at a commission management training seminar within 12 months prior to the effective date of the license;
- (5) A letter of authorization from a non-profit organization designating an official in charge of the event;
- (6) A notarized affidavit showing affiant's ownership, management control, or employment by the business applying for a license; and
- (7) A list of alcohol servers for the function;

(s) For a vessel, current operating certificate issued by the New Hampshire department of safety;

(t) For a wine or beer festival:

- (1) A written statement indicating official approval of the chief of the fire department with jurisdiction as to the safety of the location;
- (2) A written statement indicating official approval of the health department with jurisdiction concerning sanitary conditions;
- (3) A written statement indicating official approval of the police department with jurisdiction as to the accessibility and public safety of the location and the event;
- (4) A letter of authorization from a non-profit organization designating an official in charge of the event;
- (5) A notarized affidavit showing affiant's ownership, management control, or employment by the business applying for a license;
- (6) A list of alcohol servers for the function; and
- (7) A certificate of attendance at a commission management training seminar within 12 months prior to the effective date of the license;

(u) For a vending tobacco license, location and name of business of each tobacco vending machine;

(v) For pari-mutuel and commercial motor vehicle race track license, a listing of the areas that the applicant intends to utilize for the service and consumption of alcoholic beverages including a brief description of the area;

(w) For an agency store:

(1) A financial statement from a credit company or bank providing a copy of the applicant's credit standing;

(2) Letters of recommendation from 3 New Hampshire residents indicating the reliability of the applicant's customer service record in the community; and

(3) Any photographs of the business or other representation or other documentation that the applicant wants the commission to consider in the selection process;

(x) For tobacco products manufacturer and tobacco products wholesaler licenses, a tobacco tax certificate from the department of revenue administration.

**Readopt with amendment Liq 702.07, effective 9-25-20 (Document #13114), to read as follows:**

Liq 702.07 License Type Application.

(a) Once the applicant has obtained and submitted copies of all documentation required by Liq 702.04 and an investigator has inspected the premises pursuant to Liq 702.06, the applicant shall complete and submit as appropriate:

(1) Form LTA-1M "License Type Application-Manufacturers" (revised 1/2020) for manufacturers, including brew pub, liquor manufacturer, beverage manufacturer, nano brewery with sampler (no restaurant), nano brewery with restaurant, rectifier, tenant brewer, wine manufacturer with sampler, and wine manufacturer retail outlet; or

(2) Form LTA-2D "License Type Application-Distributors – Non-Retail" (revised 1/2020) for distributors, including beverage vendor, carrier, liquor and wine representative, liquor and wine vendor, liquor/wine/beverage warehouse, wholesale distributor, and alcohol consultant; or

(3) Form LTA-3R-OFF "License Type Application-Retailers-Off-Premises" (revised 1/2020) for retailers off-premises, including agency store, beer festival, beer specialty, combination, off-premise specialty, retail tobacco, retail wine, tobacco sampling, tobacco vending, and wine festival; tobacco retail license fee;

(4) Form LTA-3R-ON "License Type Application-Retailers-On-Premises" (revised 1/2020) for retailers on-premises, including, ballroom, bed and breakfast / hotel, caterer on-premises, caterer off-premises, college club, convention center, dining car / rail car, restaurant, military club, veteran's club, social club, one day non-profit organization, state fair, sports entertainment complex, pari-mutuel / commercial motor vehicle race track, sports recreation facility, performing arts, vessel, wine / liquor festival, beer festival and cigar bar; or

(5) Form LTA-4T "License Type Application-Tobacco-Wholesaler-Manufacturer" (revised 2/2026) for tobacco products wholesalers and tobacco products manufacturers.

(b) The applicant shall complete and submit the "License Type Worksheet" as set forth in Liq 705 of these rules, in addition to the "License Type Application" set forth in Liq 702.07(a).

(c) If the license application and corresponding worksheet is completed, and the applicant satisfies all requirements for the license type, the licensing agent shall submit the application to the director for review.

(d) The director shall review the license application and submit to the commission a written recommendation as to whether the commission should grant or deny the license.

(e) If the director recommends that the commission grant the applicant a license, the director shall issue that applicant a temporary license pending the chairman or deputy commissioner's final review and decision.

(f) If the director believes that he or she lacks sufficient information to determine whether to recommend the grant or denial of the license, because he or she is unable to fully assess the actual control structure of the licensee, the effect that any third-party interests may play on the licensee's operations, the effect of the licensed establishment on the neighborhood, or, based on specific circumstances, there is reason to believe the applicant may be unable to comply with the provisions set forth in Title XIII or these rules, the director shall request additional information, and shall respond to the application by issuing the applicant a temporary license, which shall allow the applicant to operate pending the director's determination regarding a recommendation of grant or denial.

(g) Any temporary license issued pursuant to Liq 702.07(e) or (f) shall automatically expire upon the occurrence of any of the following events:

- (1) The director's recommendation to the commission that it deny the license;
- (2) The commission's grant of the license; or
- (3) 90 days following its issuance.

(h) Any temporary license issued by the director pursuant to Liq 702.07(e) or (f) shall state on the document that it shall expire upon the occurrence of any of the events set forth in Liq 702.07(g)(1-3).

**Readopt with amendment Liq 702.12, effective 9-25-20 (Document #13114), to read as follows:**

Liq 702.12 Training Required, Designee.

(a) Pursuant to RSA 178:2, for each on or off premise license initially issued, all retail licensees or a manager designee shall attend the commission MTS licensee basic training course.

(b) For each tobacco products manufacturer, tobacco products wholesaler, and retail tobacco license initially issued, all licensees or a manager designee shall attend the commission "Tobacco-Retailer; Wholesaler; Manufacturer Training."

~~(b)(c)~~ An applicant may designate a manager by name to attend the training in his or her stead on a designation Form L-003 provided by the commission, which shall be filed with the license application.

**Readopt with amendment Liq 705.40, effective 9-25-20 (Document #13114), to read as follows:**

Liq 705.40 Tobacco Licenses. Applicants for a tobacco retailer, tobacco sampler, ~~or a~~ tobacco vending, ~~tobacco products manufacturer, or tobacco products wholesaler~~ license shall complete and submit Form LTW-17, "License Type Worksheet-Retail Tobacco / Tobacco Sampler / Tobacco Vending / Tobacco Products Manufacturer / Tobacco Products Wholesaler" (revised 2/2026) providing all required information and acknowledgments.

**Adopt Liq 706.12 to read as follows:**

Liq 706.12 Tobacco Products Manufacturer Requirements.

(a) Applicants for a tobacco products manufacturer license shall have a securable premises located within the United States capable of manufacturing the products to be sold according to any state or federal laws or rules.

(b) Each tobacco products manufacturer shall have an office located on the premises where receiving reports, shipping papers, packing slips, shipping reports, and other related records for the business shall be stored for all transactions of the tobacco products manufacturer.

**Adopt Liq 706.13 to read as follows:**

Liq 706.13 Tobacco Products Wholesaler Requirements. Each tobacco products wholesaler shall have an office located on the premises where receiving reports, shipping papers, packing slips, shipping reports and other related records for the business shall be stored for all transactions of the tobacco products wholesaler.

## CHAPTER Liq 1000 RULES RELATING TO TOBACCO

**Repeal PART 1004 FEDERAL LAW AND RULE APPLICABILITY, effective 1-6-17 (Document #12082), as follows:**

~~PART Liq 1004 FEDERAL LAW AND RULE APPLICABILITY~~

~~Liq 1004.01 Federal Provisions. All New Hampshire tobacco licensees shall abide by all federal laws, regulations, and rules governing the sale, packaging, distribution and advertising of tobacco products, e-cigarettes and liquid nicotine.~~

**Adopt PART 1004 SEIZURE OF TOBACCO PRODUCTS to read as follows:**

### PART 1004 SEIZURE OF TOBACCO PRODUCTS

Liq 1004.01 Definitions.

(a) "Division" means the New Hampshire liquor commission's division of enforcement and licensing;

(b) "Licensee" means licensee as defined in RSA 175:1, XLI;

(c) "Seizure-in-Place" means the seizure of items by the division pursuant to RSA 178:19-g or RSA 78:18 whereby the items are in the constructive possession and custody of the division but remain physically located on the premises of the licensee; and

(d) "Tobacco products" means tobacco products as defined in RSA 175:1, LXIV-d.

Liq 1004.02 Seizure-in-Place Determination. The division shall order seizure-in-place of tobacco products if the division determines that:

(a) there is probable cause that the tobacco products may be seized pursuant to RSA 178:19-g(a) or 178:19-g(b); and

(b) the tobacco products are located on or within the premises of a licensee; and

(c) immediate removal of the tobacco products would create a logistical or operational burden on the division.

Liq 1004.03 Securing Seized Evidence. If the division orders seizure in place of tobacco products pursuant to Liq 1004.02, the following steps shall be employed:

(a) The division, with input from the licensee, shall designate a location within the licensed premises where the seized tobacco products shall be stored during the period of seizure. The designated location shall be a place where the tobacco products:

(1) Can be stored securely;

(2) Can remain unmoved; and

(3) Will not interfere with the licensee's normal business operations.

(b) The division shall package and seal all seized tobacco products in boxes, bags, or other appropriate containers with evidence seals, tape, or other tamper-evident methods.

(c) The division shall create an inventory of the seized tobacco products, which shall include:

(1) The product name or brand for each item;

(2) The quantity of each item;

(3) The container where each item is located; and

(4) The description of how the item is secured.

(d) The division shall provide a copy of the inventory to the licensee.

(e) The division shall photograph or record video footage of each seized item and of all items in the final secured location.

(f) The division shall provide to the licensee a commission order detailing the licensee's requirements and responsibilities during the seizure-in-place, including storage and security requirements.

Liq 1004.04 Restrictions on Movement During Seizure-in-Place. Tobacco products seized pursuant to RSA 178:19-g and ordered by the division to be seized-in-place shall remain in the designated location identified in Liq 1004.03(a) unless removal is required by:

(a) An emergency where removal of the tobacco products is required to protect persons or property; or

(b) Storage or location logistics, as determined and approved by the division; or

(c) An order from the commission or a court of competent jurisdiction.

Liq 1004.05 Emergency Movement Procedure. In the event of an emergency pursuant to Liq 1004.04(a), the licensee shall, as soon as practicable or within twenty-four hours of the emergency situation, whichever is sooner:

(a) Notify the division;

(b) Document the reason for movement of the seized tobacco products, including:

(1) The entity or person that authorized the movement;

(2) The new location of the seized tobacco products; and

(3) Details of the locations, people, and steps taken to move the seized tobacco products from the original location to the new location.

(c) Photograph or video record footage of the original location, the movement of the seized tobacco products, and the new location, to the extent possible.

Liq 1004.06 Hearing on Seizure-in-Place Order. Upon the filing by the licensee of a petition for review of the order for seizure-in-place, a hearing shall be held by the commission within seven calendar days and pursuant to CHAPTER Liq 200 PROCEDURAL RULES, as applicable.

Liq 1004.07 Disposition of Items Subject to Seizure-in-Place. If destruction of seized-in-place tobacco products is ordered by a court of competent jurisdiction and the court orders the logistics of the destruction of the tobacco products to be completed by the licensee, the licensee shall:

(a) Prior to destruction, receive written approval from the division on the:

(1) Method of destruction;

- (2) Location of destruction; and
- (3) Date and time of destruction.

(b) Provide a manifest of the destroyed tobacco products, photographs of the destroyed tobacco products, and all other documentation evidencing destruction or the requirements of subsection (a) above to the division within ten business days of destruction.

Liq 1004.08 Penalties. Any licensee who destroys, alters, or removes, or causes or allows the destruction, alteration or removal of tobacco products that are seized-in-place subject to a commission order in violation of that order shall be subject to penalties pursuant to Liq 602.01.

**Adopt PART 1005 TOBACCO LICENSEE REPORTING REQUIREMENTS to read as follows:**

**PART 1005 TOBACCO LICENSEE REPORTING REQUIREMENTS**

Liq 1005.01 Tobacco Products Reporting Requirements for Tobacco Products Wholesalers, Manufacturers and Retailers. No later than the fifteenth calendar day of each month, regardless of activity, the following forms shall be filed with the division documenting the previous month's activity:

- (a) Tobacco Product Retailers Reporting Form A-520 shall be filed by retail tobacco licensee;
- (b) Tobacco Product Wholesalers Reporting Form A-510 shall be filed by tobacco products wholesaler licensees;
- (c) Tobacco Products Manufacturers Reporting Form A-500 shall be filed by tobacco products manufacturer licensees.

Liq 1005.02 Retention of Documents. Pursuant to RSA 178:19-a, VII, RSA 178:19-e, IV, and RSA 178:19-f, VI, licensees shall retain the following records for inspection by the division:

- (a) Retail Tobacco Licensees shall retain:
  - (1) All invoices and sales slips for all purchases and returns made to or from tobacco products wholesalers. The invoices and sales slips shall be separated by product category, product size, month, year, and business name; and
  - (2) All invoices and sales slips for all tobacco products sold or delivered to consumers. The invoices and sales slips shall be separated by product category, product size, month, and year.
- (b) Tobacco Products Wholesalers shall retain:
  - (1) All invoices and sales slips for all purchases and returns made to or from tobacco product manufacturers. The invoices and sales slips shall be separated by product category, product size, month, year, and business name; and

(2) All invoices and sales slips for all tobacco products returned by and or sold or delivered to tobacco retailers or tobacco product wholesalers. The invoices and sales slips shall be separated by product category, product size, month, and year and business name.

(c) Tobacco Products Manufacturers shall retain all invoices and sales slips for all sales made to tobacco products wholesalers. The invoices and sales slips shall be separated by product category, product size, month, year, and business name.



**NEW HAMPSHIRE LIQUOR COMMISSION**

Please submit form to:  
 NHLIC, 50 Storrs Street, Concord, NH 03301  
 603-271-3521

*License & Fee required before operating*

FOR NHLIC USE ONLY

License Type:	
From	To
License Fee:	

**LICENSE TYPE APPLICATION**  
**MANUFACTURERS**

**SECTION 1: TO BE COMPLETED BY APPLICANT**

Business Name		Trade Name	
Name of Primary Contact for Applicant			
Business Address		City/Town	State Zip
License Location Address		City/Town	State Zip
Mailing Address		City/Town	State Zip
Business Phone	Website	Email Address	EIN/SSN

The applicant has control of the premises by:  Warranty deed  Lease agreement

Is this business conducted with any money or equipment, furniture or property provided from any manufacturer, vendor, liquor and wine representative, or wholesale distributor?

Yes  No If yes, please explain:

Is this business in good standing with the New Hampshire secretary of state?  Yes  No

Has the business trade name been registered with the New Hampshire secretary of state?  Yes  No

Does the applicant have signed and notarized affidavits for all partners, members, officers or managers listed on Form LIQ-A1?

Yes  No

Has any partner, officer, manager, or member listed on Form LIQ-A1 been convicted of a felony?

Yes  No If yes, list name(s) and convictions:

Has a site inspection been completed by an investigator?  Yes  No

Has the MTS designee completed training? (Required per RSA 178:2)  Yes  No (Does not apply to Tenant Brewers)

Date of completion:

MTS designee name:

**SECTION 2: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A LIMITED LIABILITY COMPANY (LLC)?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Certificate of Formation with all addendums attached;
- Certificate in Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH LLC;
- LLC operating agreement;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each member

**SECTION 3: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A LIMITED LIABILITY PARTNERSHIP (LLP)?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Registration as LLP with all addenda attached;
- Certificate of Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH LLP;
- LLP operating agreement;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each partner

**SECTION 4: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A CORPORATION?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Certificate of Incorporation with all addendums attached;
- Certificate of Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH Corporation;
- Articles of Incorporation with all addendums attached;
- Minutes of organization meeting;
- Minutes of recent meeting to support current corporate officers;
- By-Laws;
- Stock Certificate;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each corporate officer

**SECTION 5: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A SOLE PROPRIETOR?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge;
- Notarized original Power of Attorney; and
- Notarized original Affidavit

**SECTION 6: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A PARTNERSHIP?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Partnership Agreement (General or Limited)
- Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each partner

By initialing this statement, I,  certify that I will retain, maintain, and keep readily available all supporting documentation as required per this license application. If requested, I agree to provide such documentation to any member of the NHLC.  (initial)

I declare under 641:3, that I am authorized to sign on behalf of the business entity applying for a license, that I have examined all of the information provided on or with this application, and that the information is true, correct, and complete to the best of my knowledge and belief.

X   
Applicant Signature

Date

Title



**NEW HAMPSHIRE LIQUOR COMMISSION**

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 NHLCC, 50 Storrs Street, Concord, NH 03301  
 603-271-3521

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License Type:	
From	To
License Fee:	

**LICENSE TYPE APPLICATION**  
**DISTRIBUTORS - NON-RETAIL**

**SECTION 1: TO BE COMPLETED BY APPLICANT**

Business Name		Trade Name	
Name of Primary Contact for Applicant			
Business Address		City/Town	State Zip
License Location Address		City/Town	State Zip
Mailing Address		City/Town	State Zip
Business Phone	Website	Email Address	EIN/SSN

The applicant has control of the premises by:  Warranty deed  Lease agreement

Is this business conducted with any money or equipment, furniture or property provided from any manufacturer, vendor, liquor and wine representative, or wholesale distributor?

Yes  No If yes, please explain: \_\_\_\_\_

Is this business in good standing with the New Hampshire secretary of state?  Yes  No

Has the business trade name been registered with the New Hampshire secretary of state?  Yes  No

Does the applicant have signed and notarized affidavits for all partners, members, officers or managers listed on Form LIQ-A1?

Yes  No

Has any partner, officer, manager, or member listed on Form LIQ-A1 been convicted of a felony?

Yes  No If yes, list name(s) and convictions: \_\_\_\_\_

Has a site inspection been completed by an investigator?  Yes  No

Has the MTS designee completed training (only wholesale distributor)? (Required per RSA 178:2)  Yes  No

Date of completion: \_\_\_\_\_

MTS designee name: \_\_\_\_\_

**SECTION 2: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A LIMITED LIABILITY COMPANY (LLC)?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Certificate of Formation with all addendums attached;
- Certificate in Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH LLC;
- LLC operating agreement;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each member

**SECTION 3: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A LIMITED LIABILITY PARTNERSHIP (LLP)?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Registration as LLP with all addenda attached;
- Certificate of Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH LLP;
- LLP operating agreement;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each partner

**SECTION 4: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A CORPORATION?**

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- Registered trade name through the New Hampshire secretary of state;
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- Certificate of Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH Corporation;
- Articles of Incorporation with all addendums attached;
- Minutes of organization meeting;
- Minutes of recent meeting to support current corporate officers;
- By-Laws;
- Stock Certificate;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each corporate officer

**SECTION 5: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A SOLE PROPRIETOR?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge;
- Notarized original Power of Attorney; and
- Notarized original Affidavit

**SECTION 6: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A PARTNERSHIP?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
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- Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each partner

By initialing this statement, I,  certify that I will retain, maintain, and keep readily available all supporting documentation as required per this license application. If requested, I agree to provide such documentation to any member of the NHLC.  (initial)

I declare under 641:3, that I am authorized to sign on behalf of the business entity applying for a license, that I have examined all of the information provided on or with this application, and that the information is true, correct, and complete to the best of my knowledge and belief.

X   
Applicant Signature

Date

Title



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License Type:	
From	To
License Fee:	

**LICENSE TYPE APPLICATION**  
**RETAILER OFF-PREMISES**

**SECTION 1: TO BE COMPLETED BY APPLICANT**

Business Name		Trade Name	
Name of Primary Contact for Applicant			
Business Address		City/Town	State Zip
License Location Address		City/Town	State Zip
Mailing Address		City/Town	State Zip
Business Phone	Website	Email Address	FIN/SSN

The applicant has control of the premises by:  Warranty deed  Lease agreement

Is this business conducted with any money or equipment, furniture or property provided from any manufacturer, vendor, liquor and wine representative, or wholesale distributor?

Yes  No If yes, please explain:

Is this business in good standing with the New Hampshire secretary of state?  Yes  No

Has the business trade name been registered with the New Hampshire secretary of state?  Yes  No

Does the applicant have signed and notarized affidavits for all partners, members, officers or managers listed on Form LIQ-A1?

Yes  No

Has any partner, officer, manager, or member listed on Form LIQ-A1 been convicted of a felony?

Yes  No If yes, list name(s) and convictions:

Has a site inspection been completed by an investigator?  Yes  No

Has the MTS designee completed training? (Required per RSA 178:2)  Yes  No

Date of completion:

MTS designee name:

**SECTION 2: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A LIMITED LIABILITY COMPANY (LLC)?**

Yes  No  Not Applicable

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- Certificate in Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH LLC;
- LLC operating agreement;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each member

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- Registered trade name through the New Hampshire secretary of state;
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- LLP operating agreement;
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- Notarized original Affidavit for each partner

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- Certificate of Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH Corporation;
- Articles of Incorporation with all addendums attached;
- Minutes of organization meeting;
- Minutes of recent meeting to support current corporate officers;
- By-Laws;
- Stock Certificate;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each corporate officer

**SECTION 5: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A SOLE PROPRIETOR?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge;
- Notarized original Power of Attorney; and
- Notarized original Affidavit

**SECTION 6: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A PARTNERSHIP?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Partnership Agreement (General or Limited)
- Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each partner

By initialing this statement, I,  certify that I will retain, maintain, and keep readily available all supporting documentation as required per this license application. If requested, I agree to provide such documentation to any member of the NHLC.  (initial)

I declare under 641:3, that I am authorized to sign on behalf of the business entity applying for a license, that I have examined all of the information provided on or with this application, and that the information is true, correct, and complete to the best of my knowledge and belief.

X   
Applicant Signature

Date

Title



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License Type:	
From	To
License Fee:	

**LICENSE TYPE APPLICATION**  
**RETAILER OFF-PREMISES**

**SECTION 1: TO BE COMPLETED BY APPLICANT**

Business Name		Trade Name	
Name of Primary Contact for Applicant			
Business Address		City/Town	State Zip
License Location Address		City/Town	State Zip
Mailing Address		City/Town	State Zip
Business Phone		Website	Email Address EIN/SSN

The applicant has control of the premises by:  Warranty deed  Lease agreement

Is this business conducted with any money or equipment, furniture or property provided from any manufacturer, vendor, liquor and wine representative, or wholesale distributor?

Yes  No If yes, please explain: \_\_\_\_\_

Is this business in good standing with the New Hampshire secretary of state?  Yes  No

Has the business trade name been registered with the New Hampshire secretary of state?  Yes  No

Does the applicant have signed and notarized affidavits for all partners, members, officers or managers listed on Form LIQ-A1?  
 Yes  No

Has any partner, officer, manager, or member listed on Form LIQ-A1 been convicted of a felony?  
 Yes  No If yes, list name(s) and convictions: \_\_\_\_\_

Has a site inspection been completed by an investigator?  Yes  No

Has the MTS designee completed training? (Required per RSA 178:2)  Yes  No

Date of completion: \_\_\_\_\_

MTS designee name: \_\_\_\_\_

**SECTION 2: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A LIMITED LIABILITY COMPANY (LLC)?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Certificate of Formation with all addendas attached;
- Certificate in Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH LLC;
- LLC operating agreement;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each member

**SECTION 3: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A LIMITED LIABILITY PARTNERSHIP (LLP)?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Registration as LLP with all addenda attached;
- Certificate of Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH LLP;
- LLP operating agreement;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each partner

**SECTION 4: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A CORPORATION?**

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- Registered trade name through the New Hampshire secretary of state;
- Certificate of Incorporation with all addendums attached;
- Certificate of Good Standing issued within the last 12 months;
- Certificate of Authority if non-NH Corporation;
- Articles of Incorporation with all addendums attached;
- Minutes of organization meeting;
- Minutes of recent meeting to support current corporate officers;
- By-Laws;
- Stock Certificate;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each corporate officer

**SECTION 5: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A SOLE PROPRIETOR?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge;
- Notarized original Power of Attorney; and
- Notarized original Affidavit

**SECTION 6: CAN APPLICANT PROVIDE THE FOLLOWING DOCUMENTS IF A PARTNERSHIP?**

Yes  No  Not Applicable

- Registered trade name through the New Hampshire secretary of state;
- Partnership Agreement (General or Limited)
- Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge;
- Notarized original Power of Attorney; and
- Notarized original Affidavit for each partner

By initialing this statement, I,  certify that I will retain, maintain, and keep readily available all supporting documentation as required per this license application. If requested, I agree to provide such documentation to any member of the NHLC.  (initial)

I declare under 641:3, that I am authorized to sign on behalf of the business entity applying for a license, that I have examined all of the information provided on or with this application, and that the information is true, correct, and complete to the best of my knowledge and belief.

X   
Applicant Signature

Date

Title



**NEW HAMPSHIRE  
LIQUOR COMMISSION**  
 Please submit completed form to:  
 New Hampshire Liquor Commission  
 50 Storrs Street, Concord, NH 03301  
 603-271-3523  
*License & Fee required before operating*

FOR NHLIC USE ONLY	
License Type:	
From:	
To:	

**LICENSE TYPE APPLICATION - TOBACCO PRODUCTS MANUFACTURER/WHOLESALER**  
**SECTION 1: TO BE COMPLETED BY APPLICANT**

APPLICANT/BUSINESS INFORMATION					
Registered Business Name		Registered Trade Name		Business EIN/SSN	
Business Street Address		City		State	Zip Code
License Location Street Address		City		State	Zip Code
Mailing Address		City		State	Zip Code
Name of Primary Contact for Applicant			Title of Primary Contact for Applicant		
Business Phone Number	Business Email		Business Website		

ADDITIONAL INFORMATION			Initials
1. The applicant has control of the premises by: (NH businesses only)	<input type="checkbox"/> Warranty Deed	<input type="checkbox"/> Rental / Lease Agreement	
2. Does the business entity have any direct or indirect interest in the business of the holder of a retail tobacco or alcohol license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. If Yes – please explain:			
3. Is this business in good standing with the New Hampshire secretary of state?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Has the business trade name been registered with the New Hampshire secretary of state?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. Does the applicant have signed and notarized affidavits for all partners, members, officers or managers listed on Form LIQ-A1?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Has any partner, officer, manager, or member listed on Form LIQ-A1 been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. If yes, list name(s) and convictions:			
7. Has the training designee completed the Tobacco- Retail; Wholesaler; Manufacturer training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date of Completion	Training Designee Name		

## SECTION 2: CORPORATION

### ADDITIONAL INFORMATION

1. Can applicant provide the following documents if a Corporation?

Registered trade name through the New Hampshire secretary of state.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Certificate of Incorporation with all addendums attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Certificate of Good Standing issued within the last 12 months.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Certificate of Authority if non-NH Corporation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Articles of Incorporation with all addendums attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Minutes of organization meeting.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Minutes of recent meeting to support current corporate officers.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
By-Laws.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Stock Certificate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notarized original Power of Attorney.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notarized original Affidavit for each corporate officer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable

## SECTION 3: SOLE PROPRIETOR

### ADDITIONAL INFORMATION

1. Can applicant provide the following documents if a Sole Proprietor?

Registered trade name through the New Hampshire secretary of state.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notarized original Power of Attorney.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notarized original Affidavit.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable

## SECTION 4: LIMITED LIABILITY COMPANY (LLC)

### ADDITIONAL INFORMATION

1. Can applicant provide the following documents if a Limited Liability Company (LLC)?

Registered trade name through the New Hampshire secretary of state.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Certificate of Formation with all addendums attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Certificate in Good Standing issued within the last 12 months.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Certificate of Authority if non-NH LLC.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
LLC operating agreement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notarized original Power of Attorney.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notarized original Affidavit for each member.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable

## SECTION 5: LIMITED LIABILITY PARTNERSHIP (LLP)

### ADDITIONAL INFORMATION

1. Can applicant provide the following documents if a Limited Liability Partnership (LLP)?

Registered trade name through the New Hampshire secretary of state.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Registration as LLP with all addenda attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Certificate of Good Standing issued within the last 12 months.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Certificate of Authority if non-NH LLP.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
LLP operating agreement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notarized original Power of Attorney.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notarized original Affidavit for each partner.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable

## SECTION 6: PARTNERSHIP

### ADDITIONAL INFORMATION

1. Can applicant provide the following documents if a Partnership?

Registered trade name through the New Hampshire secretary of state.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Partnership Agreement (General or Limited).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Letter of Managerial Appointments with supporting Affidavits or Affidavits of person in charge.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notarized original Power of Attorney.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notarized original Affidavit for each partner.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable

## SUBMISSION AND SIGNATURE

Subject to Title LXII Chapter 641:3, I declare that I am authorized to sign on behalf of the business entity applying for a license, that I have examined all the information provided on or with this application, and that the information is true, correct, and complete to the best of my knowledge and belief.

Additionally, by signing this document, I certify that the business entity will retain, maintain, and keep readily available all supporting documentation as required per this license application. If requested, I agree to provide such documentation to any member of the New Hampshire Liquor Commission.

Name of Authorized Agent for Applicant		Title of Authorized Agent for Applicant	
Date Signed	Signature of Authorized Agent		



### NEW HAMPSHIRE LIQUOR COMMISSION

Please submit completed form to:  
New Hampshire Liquor Commission  
50 Stairs Street, Concord, NH 03301  
603-271-3523

*License & Fee required before operating*

#### FOR NHLHC USE ONLY

License Type:	Tobacco
RSA:	178:19-a, b, c, e, f
Liq Rule:	705.40
From:	
To:	
License Fee:	

## LICENSE TYPE WORKSHEET – TOBACCO

**Request Type:**

Initial License

Renewal License

### BUSINESS INFORMATION

Registered Business Name		Registered Trade Name	
Business Mailing Address	City	State	Zip Code
License Location Street Address	City	State	Zip Code
Business Phone Number	Business Email	Registered License Number (Renewal)	

### LICENSE TYPE REQUESTED

<input type="checkbox"/> <b>Retail Tobacco</b> <i>Proceed to Section 1</i>	<input type="checkbox"/> <b>Tobacco Sampler</b> <i>Proceed to Section 2</i>	<input type="checkbox"/> <b>Tobacco Vending</b> <i>Proceed to Section 3</i>
<input type="checkbox"/> <b>Tobacco Products Manufacturer</b> <i>Proceed to Section 4</i>	<input type="checkbox"/> <b>Tobacco Products Wholesaler</b> <i>Proceed to Section 5</i>	
<input type="checkbox"/> <b>Retail Tobacco PLUS</b> <i>Proceed to Section 1</i>	<i>For Retail Tobacco Plus businesses who already hold an active liquor license, provide active license number.</i>	Registered License Number (Initial and Renewal)

\*When Renewing – License Type CANNOT be changed from original license granted.

### REQUIRED DOCUMENTS

	New / Initial	Renewal
<b>Premises Agreement</b> A signed deed, lease, or rental agreement for the premises: a. In name of applicant; and b. Providing that the applicant has the right to occupy the premises and is in control of the premises <i>* At the time of renewal, only documentation reflecting modifications or new lease terms are required.</i>	X	X*
<b>Ownership/Management Affidavit</b> A notarized affidavit showing applicant's ownership, management control, or person in charge status by the business applying for a license.	X	
<b>Establishment/Physical Layout Diagram</b> A diagram, sketch, or plan of physical layout of establishment.	X	
<b>Municipal Approval</b> Town or city response, if any.	X	
<b>Permit of Assembly (if applicable)</b> Permit of assembly.	X	X
<b>Tobacco Tax Certificate (Tobacco Products Manufacturer and Tobacco Products Wholesaler Only)</b> Tobacco Tax Certificate issued by the Department of Revenue Administration.	X	X

## SECTION 1: RETAIL TOBACCO

### ADDITIONAL INFORMATION

1. Indicate number of registers used to sell tobacco products:

### ACKNOWLEDGEMENTS (Initial after each)

Initials

1. Acknowledge that the business agrees not to provide any tobacco products to any person without confirming their legal age.
2. Acknowledge that tobacco products, e-cigarettes, and liquid nicotine shall be sold only in the original packaging as provided by the manufacturer and bearing all federally required warnings.
3. Acknowledge that all retail licenses shall purchase their tobacco products from a licensed tobacco products wholesaler as defined in RSA 175:1,LXIV-f.
4. Acknowledge that the business shall abide by all federal laws, regulations, and rules governing the sale, packaging, distribution and advertising of tobacco products, e-cigarettes, liquid nicotine and alternative nicotine products.
5. Acknowledge that the business's tobacco license shall be prominently displayed on the premises.
6. Acknowledge the applicant understands that the license fee shall be based on the number of cash registers on the premises as specified in RSA 178:29, II.
7. Acknowledge that additional registers shall be added during the remainder of the year without prior approval of the commission.
8. Acknowledge that no rebate shall be allowed for cash registers discontinued during the license year.
9. Acknowledge that the business is engaged in retail sales and distribution of tobacco products including e- cigarettes and alternative nicotine products in this state.
10. Acknowledge that each retail outlet shall have a separate license regardless of the fact that one or more outlets may be owned or controlled by a single person.
11. Acknowledge the licensee shall post signage (provided by the Commission) on the premises that states, "State Law prohibits the sale of tobacco products or e-cigarettes to persons under age 21. Warning: violators of these provisions may be subject to a fine

## SECTION 2: TOBACCO SAMPLER

### ACKNOWLEDGEMENTS (initial after each)

Initials

1. Acknowledge the business is engaged in public sampling of tobacco products in this state.
2. Acknowledge that each business engaged in public sampling shall obtain a license.
3. Acknowledge that public sampling shall not be considered an indirect sale, pursuant to RSA 178:1, VI.
4. Acknowledge that samples of tobacco products shall be distributed only from a sampler to a consumer of legal age.

## SECTION 3: TOBACCO VENDING

### ADDITIONAL INFORMATION

1. Total number of vending machines owned by business:
2. Name of Business(es) and Location(s) of each tobacco vending machine:

### ACKNOWLEDGEMENTS (initial after each)

Initials

1. Acknowledge that all retail licenses shall purchase their tobacco products from a licensed tobacco products wholesaler as defined in RSA 175:1,LXIV-f.

## SECTION 4: TOBACCO PRODUCTS MANUFACTURER

ACKNOWLEDGEMENTS <i>(initial after each)</i>	Initials
1. Acknowledge that no tobacco products manufacturer shall engage in the business of selling or distributing tobacco products, including e-cigarettes, in this state, unless it is registered with the secretary of state, it has obtained a tobacco tax certificate from the department of revenue administration, and it is licensed as a tobacco products manufacturer in this state, as applicable.	
2. Acknowledge that any tobacco products manufacturer of tobacco products, including e-cigarettes, that ceases business operations requiring a license under this chapter during the license period shall inform the liquor commission in writing and relinquish its license to the liquor commission within 30 days after ceasing business operations.	
3. Acknowledge that each manufacturer shall keep complete and accurate records of all tobacco products manufactured, produced, imported, distributed, bought, and sold in this state. Complete records shall be safely preserved for 3 years to ensure permanency and accessibility for inspection by the liquor commission	

## SECTION 5: TOBACCO PRODUCTS WHOLESALER

ACKNOWLEDGEMENTS <i>(initial after each)</i>	Initials								
1. Acknowledge that a wholesaler shall have a separate license for each location.									
2. Acknowledge that all wholesale tobacco licensees shall purchase their tobacco products from a licensed tobacco products manufacturer as defined in RSA 175:1 LXIV-f									
3. Acknowledge any wholesaler of tobacco products, including e-cigarettes, that ceases business operations requiring a license during the license period shall inform the liquor commission in writing and relinquish its license to the liquor commission within 30 days after ceasing business operations									
4. Acknowledge that each wholesaler, shall keep complete and accurate records of all tobacco stamps purchased and all tobacco products manufactured, produced, imported, distributed, bought, and sold in this state. Complete records shall be safely preserved for 3 years to ensure permanency and accessibility for inspection by the liquor commission									
5. Identify all Warehouse locations within the State of New Hampshire									
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## SUBMISSION AND SIGNATURE

Subject to Title LXII Chapter 641:3, I declare that I am authorized to sign on behalf of the business entity applying for a license, that I have examined all the information provided on or with this application, and that the information is true, correct, and complete to the best of my knowledge and belief.

Additionally, by signing this document, I certify that the business entity will retain, maintain, and keep readily available all supporting documentation as required per this license worksheet. If requested, I agree to provide such documentation to any member of the New Hampshire Liquor Commission.

Name of Authorized Agent for Applicant	Title of Authorized Agent for Applicant
Date Signed	Signature of Authorized Agent



**NEW HAMPSHIRE LIQUOR COMMISSION**  
**Form LTW-17 - License Type Worksheet - Retail Tobacco**  
**General Instructions**

50 Storrs Street, Concord, NH 03301  
 603-271-3523



**WHO MUST FILE**

Individuals, partnerships, limited liability companies and partnerships, or corporations but not to unincorporated associations, to apply for the manufacture, warehousing, sale, offer for sale, or solicitation of orders for sale of liquor or beverages and for the manufacture, wholesale sales, or retail sales of tobacco products or e-cigarettes within the state, subject to the limitations and restrictions imposed by RSA 178:2.

**WHEN TO FILE**

Before operating

**WHERE TO FILE**

- NHLC, 50 Storrs Street, Concord, NH 03301
- Email [Licensing@liquor.nh.gov](mailto:Licensing@liquor.nh.gov)

**NEED HELP**

- If you have any questions, please contact [Licensing@liquor.nh.gov](mailto:Licensing@liquor.nh.gov) (or)
- Call (603) 271-3523 between 8:00am – 4:30pm, Monday through Friday.

**WHAT IS THE FEE**

The annual tobacco license fees for manufacture and wholesale is determined pursuant to RSA 178:29 which provides the following:

Tobacco Manufacturer: \$100  
 Tobacco Wholesaler: \$250

The annual tobacco license fee for retail purchases is determined pursuant to RSA 178:29, which provides the following:

Retail Tobacco license:  
 1 Register: \$216  
 2-3 Registers: \$408  
 4+ Registers: \$648  
 Retail Tobacco Plus license: \$6.  
 Tobacco vending machine license \$35  
 (plus \$6 for each machine).  
 Tobacco sampling license, \$6.

See the following RSAs for any fee updates:

- <https://gc.nh.gov/rsa/html/V/78/78-6.htm>
- <https://gc.nh.gov/rsa/html/XIII/178/178-29.htm>

**Any incomplete license type requirement forms will be returned to the applicant and will result in a delay in the issuance of a license. Some common omissions/errors include:**

- The application for license is not attached. (This does not apply for renewals.)
- Check missing or not filled out completely or signed.
- The license type requirement form is not properly complete or unsigned.

**RSA 175:1, LIX-a, LX-b, LXIV-d, LXIV-e Definition:**

LIX-a. "Retailer," when used with respect to tobacco products, means any person who sells tobacco products to consumers, and any vending machine in which tobacco products are sold.

LX-b. "Sampling" means distributing free tobacco products to consumers for promotional purposes.

LXIV-d. "Tobacco products" means any product containing, made or derived from tobacco or nicotine that is intended for human consumption, including but not limited to cigarettes, electronic cigarettes, loose tobacco, smokeless tobacco, and cigars. Tobacco products shall not include premium cigars or any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product and is being marketed and sold exclusively for such approved use.

LXIV-e. "Tobacco products manufacturer" means a person domiciled in the United States engaged in the business of importing, exporting, producing, or manufacturing tobacco products.

LXIV-f. "Tobacco products wholesaler" means any person engaged in the business of receiving, storing, purchasing, and selling tobacco products from any source for distribution to persons other than consumers, except those persons exempted from the tobacco tax under RSA 78:5.

LXIV-g. "Vending machine" means any self-service device which, upon insertion of money, tokens, or any other form of payment, dispenses tobacco, cigarettes, or any other tobacco product.

<https://gc.nh.gov/rsa/html/XIII/175/175-mrg.htm>

To ensure that you qualify for the type of license that you want, see the following RSA:

**RSA 178:1 Licenses Required; Enforceability of Contracts**

<https://gc.nh.gov/rsa/html/XIII/178/178-1.htm>

**178:19-a Retail Tobacco**

<https://gc.nh.gov/rsa/html/XIII/178/178-19-a.htm>

**178:19-b Tobacco Vending Machine**

<https://gc.nh.gov/rsa/html/XIII/178/178-19-c.htm>

**178:19-c Tobacco Sampling**

<https://gc.nh.gov/rsa/html/XIII/178/178-19-c.htm>

**178:19-e Tobacco Products Manufacturer**

<https://gc.nh.gov/rsa/html/XIII/178/178-19-c.htm>

**178:19-f Tobacco Product Wholesaler**

<https://gc.nh.gov/rsa/html/XIII/178/178-19-f.htm>



**State of New Hampshire**  
Liquor Commission  
Division of Enforcement and Licensing

50 Storrs Street  
Concord NH, 03301

Phone: (603) 271-6240  
tobaccoinfo@liquor.nh.gov  
(For General Information)



## RETAIL TOBACCO MONTHLY REPORT

### Business Information

Registered Business Name		Registered Trade Name		Registered License Number	
Business Street Address		City	State	Zip Code	
Business Phone Number		Business Email		Reporting Period (Month/Year)	

### References

Please see Title XIII: Chapter 178, Section 178:19-a for Retail Tobacco License information  
(<https://gc.nh.gov/rsa/html/XIII/178/178-19-a.htm>)

Please see Title V: Chapter 78, Section 78:1 for applicable definitions  
(<https://gc.nh.gov/rsa/html/V/78/78-1.htm>)

Officially Licensed Tobacco Products Wholesaler List  
(<https://www.enforcement.liquor.nh.gov/active-tobacco-wholesalers>)

### Monthly Summary

Product Categories		Start Inventory	Units Purchased from Wholesaler	Units Sold to Consumer	Returns to Source (Wholesale/Distributor)	LOSS	End Inventory
Cigarettes Product Category: C/LC/RYO	Each	0	0	0	0	0	0
Little Cigars Product Category: C/LC/RYO	Each	0	0	0	0	0	0
Roll Your Own Product Category: C/LC/RYO	Ounces	0	0	0	0	0	0
Other Tobacco Products Product Category: OTP	Each	0	0	0	0	0	0
E-Cigarettes (Open/Refillable) Product Category: O-ENDS	Each	0	0	0	0	0	0
E-Cigarettes (Closed/Disposable) Product Category: C-ENDS	ml	0	0	0	0	0	0

### Requirements

This completed report shall be received by the New Hampshire Liquor Commission (NHLC) each month **no later than the 15th of the following month** - regardless of activity.

Tobacco Retailer shall:

- Complete Business Information on the Retail Tobacco Report.
- Provide starting inventory, inventory purchased from wholesalers, wholesale prices, inventory sold to consumers, inventory returned to wholesalers, inventory loss, and ending inventory during the reporting period on each of the subsequent tabs for Product Types (C-LC-RYO, OTP, Open E-Cig, and Closed E-Cig).
- Confirm results in Monthly Summary on the Retail Tobacco Report.
- Complete Acknowledgement and Submission by Authorized Agent of Licensee on the Retail Tobacco Report.
- Save the completed file as: **TRET\_<LicenseNumber>\_<YYYYMM>.xlsx**  
and email to the following email address: [tobaccoretailerreporting@liquor.nh.gov](mailto:tobaccoretailerreporting@liquor.nh.gov)

### Acknowledgement and Submission

*I declare, under the provisions of Title XIII and punishable under RSA 641:3 (Unsworn Falsification), that I am authorized to sign on behalf of the business entity providing this report; that I have examined all of the information provided on or with this report; that any information I give may be investigated as allowed by law; that the information is true, correct, and complete to the best of my knowledge and belief and made in good faith.*

Name of Authorized Agent		Title of Authorized Agent	
Date Signed (mm/dd/yyyy)	Signature of Authorized Agent		



**State of New Hampshire**  
**Liquor Commission**  
 Division of Enforcement and Licensing

50 Storr's Street  
 Concord NH, 03301

Phone: (603) 271-6240  
 Email: [tobacco@liq.nh.gov](mailto:tobacco@liq.nh.gov)  
 (For General Information)



## TOBACCO PRODUCT WHOLESALER MONTHLY REPORT

### Business Information

Registered Business Name	Registered Trade Name	Registered License Number	
Business Street Address	City	State	Zip Code
Business Phone Number	Business Email	Reporting Period (Month/YEAR)	

### References

Please see Title XIII: Chapter 178, Section 178:19-f for Tobacco Product Wholesaler License information

<https://gc.nh.gov/rsa/html/XIII/178/178-19-f.htm>

Please see Title V: Chapter 78, Section 78:1 for applicable definitions

<https://gc.nh.gov/rsa/html/V/78/78-1.htm>

### Monthly Summary

Product Categories	Total Units Sold		Total Wholesale Value		Total Returned	
	TOTAL Count		TOTAL Price		TOTAL Count	
<b>Cigarettes, Little Cigars and Roll Your Own</b> <small>Product Category: C/LC/RYO</small>	0		\$0.00		0	
<b>Other Tobacco Products</b> <small>Product Category: OTP</small>	0		\$0.00		0	
<b>E-Cigarettes (Open/Refillable)</b> <small>Product Category: O-ENDS</small>	0		\$0.00		0	
<b>E-Cigarettes (Closed/Disposable)</b> <small>Product Category: C-ENDS</small>	0		\$0.00		0	

### Requirements

*This completed report shall be received by the New Hampshire Liquor Commission (NHLC) each month **no later than the 15th of the following month** - regardless of activity.*

Tobacco Wholesaler shall:

- ♦ Complete Business Information on the Wholesale Tobacco Report.
- ♦ Provide invoice date, invoice number, purchaser license number, purchaser zip code, in-state or out of state purchaser (IS/OoS), product category (identified above), unit of measure (Each, ml, oz), volume sold for C-ENDS and total units sold for all others, total wholesale price of products sold, and total units/volume returned during the reporting period on the Wholesaler\_Data tab.
- ♦ Provide detailed LOSS information including Date of Loss, Product Category, Unit of Measure, Product Size, Quantity lost, and the Reason for the loss on the LOSS tab.
- ♦ Provide detailed Returns information including Date of Returns, Returned From (license number), Product Category, Unit of Measure, Product Size, Quantity returned, and the Reason for the return on the Returns tab.
- ♦ Confirm results in Monthly Summary on the Wholesale Tobacco Report.
- ♦ Complete Acknowledgement and Submission by Authorized Agent of Licensee on the Wholesaler Tobacco Report.
- ♦ Save the completed file as: <TWHL\_LicenseNumber\_YYYYMM.xlsx> and email to the following email address:  
[tobaccowholesalereporting@liq.nh.gov](mailto:tobaccowholesalereporting@liq.nh.gov)

### Acknowledgement and Submission

*I declare, under the provisions of Title XIII and punishable under RSA 641:3 (Unsworn Falsification), that I am authorized to sign on behalf of the business entity providing this report; that I have examined all of the information provided on or with this report; that any information I give may be investigated as allowed by law; that the information is true, correct, and complete to the best of my knowledge and belief and made in good faith.*

Name of Authorized Agent	Title of Authorized Agent
Date Signed (mm/dd/yyyy)	Signature of Authorized Agent



**State of New Hampshire**  
**Liquor Commission**  
 Division of Enforcement and Licensing

50 Storrs Street  
 Concord NH, 03301

Phone: (603) 271-6240  
 Email: [tobaccoinfo@liquor.nh.gov](mailto:tobaccoinfo@liquor.nh.gov)  
 (For General Information)



## TOBACCO PRODUCTS MANUFACTURER MONTHLY REPORT

### Business Information

Registered Business Name	Registered Trade Name	Registered License Number	
Business Street Address	City	State	Zip Code
Business Phone Number	Business Email	Reporting Period (Month/YEAR)	

### References

Please see Title XIII: Chapter 178, Section 178:19-e for Tobacco Products Manufacturer License information  
<https://gc.nh.gov/rsa/html/XIII/178/178-19-e.htm>

Please see Title V: Chapter 78, Section 78:1 for applicable definitions  
<https://gc.nh.gov/rsa/html/V/78/78-1.htm>

### Monthly Summary

Product Categories	Total Sold	Total Returns
<b>Cigarettes, Little Cigars and Roll Your Own</b> Product Category: C/LC/RYO	TOTAL Count <b>0</b>	TOTAL Count <b>0</b>
<b>Other Tobacco Products</b> Product Category: OTP	TOTAL Count <b>0</b>	TOTAL Count <b>0</b>
<b>E-Cigarettes (Open/Refillable)</b> Product Category: O-ENDS	TOTAL Count <b>0</b>	TOTAL Count <b>0</b>
<b>E-Cigarettes (Closed/Disposable)</b> Product Category: C-ENDS	TOTAL ml <b>0</b>	TOTAL ml <b>0</b>

### Requirements

*This completed report shall be received by the New Hampshire Liquor Commission (NHLC) each month **no later than the 15th of the following month** - regardless of activity.*

Tobacco Retailer shall:

- ◆ Complete Business Information, provide start and end inventory as well as inventory purchased from wholesalers and inventory sold to consumers during the reporting period.
- ◆ Complete Acknowledgement and Submission by Authorized Agent of Licensee.
- ◆ Save the completed file as: <TMFR\_LicenseNumber\_YYYYMM.xls> and email to the following email address:  
[tobaccomanufacturerreporting@liquor.nh.gov](mailto:tobaccomanufacturerreporting@liquor.nh.gov)

### Acknowledgement and Submission

*I declare, under the provisions of Title XIII and punishable under RSA 641:3 (Unsworn Falsification), that I am authorized to sign on behalf of the business entity providing this report; that I have examined all of the information provided on or with this report; that any information I give may be investigated as allowed by law; that the information is true, correct, and complete to the best of my knowledge and belief and made in good faith.*

Name of Authorized Agent	Title of Authorized Agent
Date Signed (mm/dd/yyyy)	Signature of Authorized Agent